

Account Request – New External Users

Introduction

MiEHDWIS is accessed through MILogin. Therefore, users must first create a MILogin account prior to requesting a MiEHDWIS account.

- ✓ **Important:** Please direct all MILogin for Citizen or MILogin for Third Party account issues to the MILogin Help Desk; available at 1-800-968-2644 or 517-241-9700, M-F 8:00am to 4:30pm.

Create MILogin Account

Determine your MiEHDWIS MILogin account type:

- A [MILogin for Third Party](#) account should only be used for those that use a work or business email and/or phone number.
- A [MILogin for Citizens](#) account should only be used for those that associate their personal email and/or phone number with their work or business.

After signing up for a MILogin account, users will be able to request access to MiEHDWIS.

Note: Do not create a new MILogin account if you already created one for another use. You can add MiEHDWIS to your existing MILogin account.

MILogin for Third Party Account

Used only for those that use a work or business email and/or phone number.

1. Visit the [MILogin for Third Party](#) website.
2. Bookmark this webpage for future reference.
3. Click **Sign Up**.
4. Enter in your **Profile Information**.
5. Answer the **Verification Question**.
6. **Agree** to the Terms and Conditions.
7. Click **Next**.
8. Create **User ID** – must be last name, first initial, and any four numbers (Example: DOEJ1234).
9. Create **password** that is unique to you.

10. Confirm password.
11. Click **Next**.
12. Choose your password recovery method(s).

Note: If **Security Questions** is chosen, Security Questions must be answered. If **Mobile Text/SMS** is chosen, the PIN texted to you must be entered and click Confirm.

13. Click **Create Account**.

MILogin for Citizens Account

Used only for those that associate their personal email and/or phone number with their work or business.

1. Visit the [MILogin for Citizens](#) website.
2. Bookmark this webpage for future reference.
3. Click **Sign Up**.
4. Enter in your **Profile Information**.
5. Answer the **Verification Question**.
6. **Agree** to the Terms and Conditions.
7. Click **Next**.
8. Create **User ID**.
9. Create **password** that is unique to you.
10. Confirm password.
11. Click **Next**.
12. Choose your password recovery method(s).

Note: If **Security Questions** is chosen, Security Questions must be answered. If **Mobile Text/SMS** is chosen, the PIN texted to you must be entered and click Confirm.

13. Click **Create Account**.

Request Access to MiEHDWIS

1. From your MILogin homepage, click **Request Access**.
2. Select Agency – **Michigan Department of Environment, Great Lakes, and Energy**.
3. Click **Search Application**.

4. Choose **Michigan Environmental Health and Drinking Water Information System (MiEHDWIS)**.
5. **Agree** to the Terms and Conditions.
6. Click **Request Access**.
7. A confirmation screen will appear stating that the request was successfully submitted.
8. Click **Home**.
9. Click on **Michigan Environmental Health and Drinking Water Information System (MiEHDWIS)**.

Note: If MiEHDWIS does not show up on your home screen, log out of MILogin and log back in until it shows up (it may take a few times).

10. **Agree** to the Terms and Conditions.
11. You will be greeted by the MiEHDWIS Welcome screen.
12. Confirm your email address.
13. Provide a **Reason for Access**.

Note: You will not be approved for an account if you do not provide a Reason for Access.

14. Click **Request Access**.
15. A confirmation message will appear stating, “**Access request has been submitted and will be reviewed by an administrator within 1-3 business days.**”

Note: Once approved, you will receive an email from MiEHDWIS. If unapproved and you submitted a Reason for Access, you will be contacted by a System Administrator asking for more information or providing a reason for denial. If you do not provide a Reason for Access, you will not be approved and you will not receive an email.

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